

PERFORMANCE MID-TERM REVIEW AND FINAL ASSESSMENT SCORE SHEET

FY: 2017-2018

NAME: _____

DESIGNATION: _____

1. MID-TERM REVIEW

EMPLOYEE	SUPERVISOR
Name: _____	Name: _____
Signature: _____	Signature: _____
Date MTR conducted: _____	Date MTR conducted: _____

2. FINAL ASSESSMENT

Panel Members:

Designation	Name	Signature

Key Performance Areas	Weight	Self-assessment		Panel Score	
		Score out of 5	Weighted score	Score out of 5	Weighted score
1. Municipal Transformation and Organizational Development					
2. Basic Service Delivery					
3. Local Economic Development					
4. Municipal Financial Viability and Management					
5. Good Governance and Public Participation					
6. Cross-cutting					
Total	100%				

The final panel score for the period ended 30th June 2018 is _____

Remarks (If any) _____

Chairperson:

Incumbent:

Date:

Date:

RATING GUIDE

Level	Terminology	Description
1	Unacceptable performance	Performance does not meet the standard expected for the job; it is below fully effective results against almost all of the performance criteria/ indicators.
2	Performance not fully effective	Performance is below the standard required for the job in key areas. Performance meets some of the standards expected for the job.
3	Fully effective performance	Performance fully meets the standards expected in all areas of the job. Employee has fully achieved effective results against all significant performance criteria/ indicators.
4	Performance significantly above expectations	Performance is significantly higher than the standard expected in the job. Employee achieved above fully effective results against more than half of the performance criteria/indicators.
5	Outstanding performance	Performance far exceeds the standard expected of an employee at this level. Employee has achieved above fully effective results against all performance criteria/indicators